

Questions and Answers
2004-2005 W-2 and Related Programs Plan Modification for Additional Resources
August 26, 2004

1. Question: The Department is requiring responses in the area of service provision, such as up-front activities, CSJ's, etc. Is an agency able to improve its service side, as detailed in recent Administrator's Memos and Operations Memos, with this additional funding?

Answer: The use of the funding increase is not restricted to benefits; the funding increase may be used for services, as well, in accordance with an approved Plan Modification.
2. Question: Please provide detail on what the Department is looking for in Response Item 1.A.4. (Management of Contract Costs).

Answer: The Department is requesting a description of the timeline for implementing the changes identified in 1.A.2. & 1.A.3. The timeline is a tool for monitoring successful completion of the Plan and assuring that the W-2 agency will complete the 2004-2005 Contract period within its available funding. The timeline for cost savings should also be detailed.
3. Question: If an agency submits its Refugee Plan (as required) on September 17, 2004, how will that fit into the September 10th date for finalizing allocations?

Answer: The later due date for the Refugee Plan will not impact the Department's ability to finalize the amount of additional funding available to the agency.
4. Question: How does a Member agency of a consortium submit its request for additional funding?

Answer: A consortium member agency must work through its Lead agency. The Lead agency would need to submit the request. The Regional Offices will not be accepting requests from consortium member agencies.
5. Question: Is the W-2 agency required to include the early access and/or refugee funding in its Plan Modification? Does page 2 of the Cost Plan include each of the following amounts: early access, refugee-increased caseload and the target range amount? What amounts are included in page 3 of the Cost Plan?

Answer: Page 2: should include only the amount requested from the target range.

Page 3: should include the target range, the funding released on 7/21 (early access and Hmong refugee allocation) and the existing contract amount.

In preparing the response items for the Plan Modification, agencies should consider and address all funding.
6. Question: Can an agency request more than the top of the range?

Answer: An agency should not request more than the top of its range.

7. Question: When will a decision be made on the Worker's Comp premiums.
- Answer: We expect to have a decision by the end of September 2004.
8. Question: Can FSET cases be included in the caseload projections in Section 3?
- Answer: No. The focus of this plan modification process is the W-2 program, which is why the table for response item 3.A.1 specifies W-2 applicants and participants and the table for response item 3.A.2 refers to W-2 employment or case management positions.
9. Question: Will offering more detail in responses (such as adopting option 3 even if not required) increase our chances of being funded at the higher end of the available range?
- Answer: No. Responses should reflect targeted and strategic planning based on a careful assessment of an agency's financial situation and caseload. Agencies should provide the amount of detail necessary to show that their proposed change address clearly defined issues - no more, no less. Unnecessary detail in areas not relevant to an agency's circumstances will not help that agency secure additional funding.
10. Question: How can we project target outcomes for SSI/SSDI, given the often unpredictable nature of that process?
- Answer: We understand the difficulties this involves, which is why we emphasize the word "target". We assume agencies will combine informed estimates based on a careful analysis of their recent experience with SSI/SSDI with plausible inferences about the likely impact of intensified advocacy, training, and other measures.
11. Question: How should agencies approach the "up-front" process for refugees, who may face special challenges and may not be ready for an up-front job search?
- Answer: "Up-front workforce attachment" refers to an intense and comprehensive employability planning process, of which up-front job search (when appropriate-- see section 5.1.2 of the W-2 Manual) is just one component. If refugees face language or other barriers to employment these should be taken into account in that process just as they would for any other W-2 applicant. The up-front process itself should not be fundamentally different for refugees than for other W-2 job-seekers.
12. Question: It is not possible to electronically check the boxes that are required for the Refugee Service Plan. What should we do?
- Answer: Attachment B, the Refugee Services Plan, is not a form-fill document. Please highlight (shade, bold or underline) the sections that are applicable rather than check the box.
13. Question: Where can a W-2 agency obtain caseload data, like that in Attachment D that covers June and July 2004, for the months of January through May 2004?
- Answer: Caseload data for other months is found at the following site: <http://www.dwd.state.wi.us/dws/rsdata/w2data.htm>. These reports provide information by geographic area. Consortium W-2 agencies will need to add together their member agency information.